

**CHAMBERS RULES**  
**&**  
**ATTORNEY ELECTRONIC FILING PROCEDURES**  
**FOR CASES ASSIGNED TO JUDGE U. W. CLEMON**  
(updated November 14 , 2006)

**A. Instructions For Filing and Opposing Motions (other than dispositive and remand motions)**

The Court shall promptly dispose of motions (other than dispositive motions). Without prior notice, the Court may summarily dispose of perfunctory and/or other motions where the facts and law appear to be clear.

1. Filing Motions:

Consistent with Section IV(B) of the Northern District of Alabama's Uniform Initial Order, prior to filing any motion (other than a dispositive motion or a motion to remand), moving counsel shall contact the opposing counsel and determine if counsel will oppose the motion. **All motions SHALL include, in the caption under the case number, a notation that the motion is either "Opposed" or "Unopposed."**

In addition to the requirements of Fed. R. Civ. P. 37(a)(2)(A), the first paragraph of a motion **SHALL** briefly summarize the parties' attempts to resolve the issue(s) and set forth areas of agreement and disagreement.

2. Opposing Motions:

When served with a motion, any party wishing to oppose it shall telephone the Court's chambers and so advise, within **three** calendar days after the motion is filed with the Court. Opposing briefs and documents shall follow within **seven calendar days** after the motion is filed.

**B. Submission of Proposed Orders:**

When submitting proposed orders, attorneys must adhere to the following guidelines:

1. All proposed orders should be emailed to the following email address:  
clemon\_chambers@alnd.uscourts.gov;
2. All proposed orders should be submitted in **WordPerfect** format;

3. In the subject line of the email, the following information should appear in the following order:
  - a. last name or corporate name of the first named plaintiff,
  - b. the case number, including the proper designation: CV for Civil, CR for Criminal or MC for Miscellaneous; and
  - c. the type of order proposed.

**Example:** (Smith Manuf., 5-cv-101, Proposed Protective Order)

**C. Document Submission Requirements**  
**(The following requirements do NOT apply to Summary Judgment Submissions. For Summary Judgment Submission requirements refer to the Uniform Initial Order, Appendix II.)**

1. Main briefs (in support of or in opposition to a motion) shall be limited to thirty pages (including the facts), doubled-spaced, using fourteen point font. Reply briefs shall be limited to ten pages, doubled-spaced, using fourteen point font. Margins must measure at least one inch on the top, bottom, left and right sides of each page. Footnotes may be single-spaced, but must appear in twelve point font. Legal citations and citations to the record shall appear in the body of the brief, not in footnotes and the use of footnotes should be kept to a minimum. The Court will not look kindly upon any attempts to circumvent the page limitations by **lengthy or excessive use of footnotes, manipulating type sizes, margins, line spacing, or etc.**
2. Sur-reply briefs are not permitted, except upon leave of Court.
3. Any evidentiary exhibits totaling more than ten pages shall be submitted independently from the brief and shall be clearly labeled as an evidentiary submission. Each of these evidentiary submissions shall include a table of contents that describes each exhibit by letter or number. For ease of reference, each affidavit, exhibit, deposition, or other product of discovery must be separately identified. For example: "Exhibit A, Deposition of Jane Smith." If an exhibit contains more than one page, each page must be separately numbered. Additionally, each exhibit should be separated by a divider page that contains the designated exhibit letter or number. Unless instructed to the contrary, any

**courtesy copies** should be: (1) submitted **in hard copy only**, (2) tabbed, and (3) bound so the document will open flat.

4. Any trial related motions, briefs and documents not specifically covered by the scheduling order or pretrial order shall be filed by 4:30 p.m., no later than the last business day prior to trial. Additionally, hard copies of these documents shall be available during trial.

**D. Citation Forms:**

All citations to statutes contained in the United States Code **must** use the full citation form (e.g., 29 U.S.C. § 1103). Addition of a parallel short citation is also permissible (e.g., 29 U.S.C. § 1103 (ERISA § 403)).

**E. Pre-Trial Conferences:**

You will receive a notice when your Pre-Trial Conference date is set.

Counsel for plaintiff(s) shall submit a proposed pre-trial order in WordPerfect format on the **day prior to the scheduled pre-trial conference** at the following chambers email address: Clemon\_chambers@alnd.uscourts.gov. **The subject line of the email shall include the name of the case, the case number and some indication that the email is for Kecia Lightner (e.g., attn Lightner re Jones Pretrial order, CV:04-C-1234-S).** A sample pre-trial order in WordPerfect format can be found on Judge Clemon's webpage, which is available on the Court website: [www.alnd.uscourts.gov](http://www.alnd.uscourts.gov)

**F. Trial Documents:**

Any trial related motions, briefs and documents not specifically covered by the scheduling order or pretrial order shall be filed by 4:30 p.m., no later than the last business day prior to trial. Additionally, hard copies of these documents shall be available during trial.

**G. Communications With Chambers:**

The Court will **not** accept correspondence or similar communications via email.